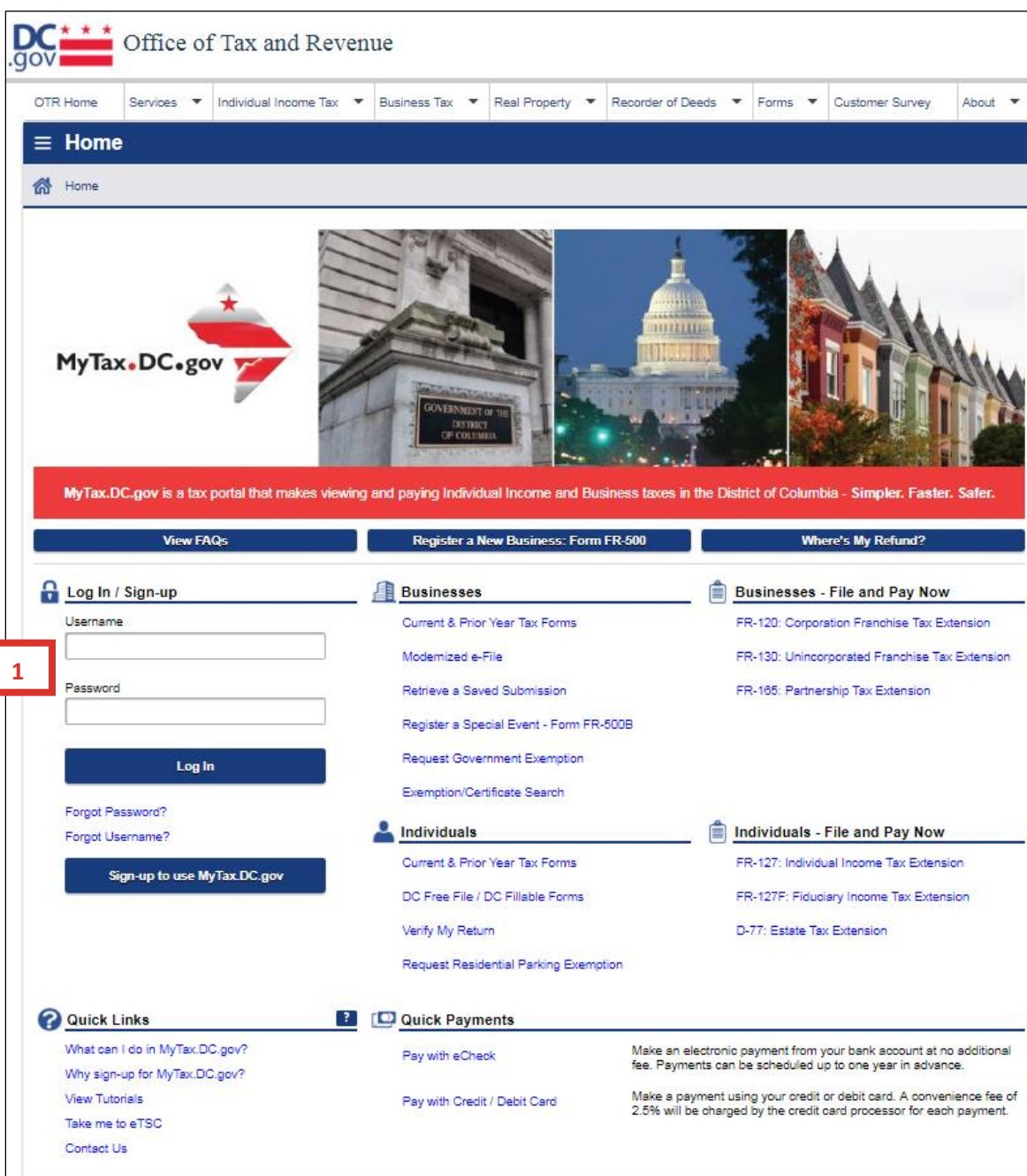


MyTax.DC.gov User Guide:

How to Request a Certificate of Resale (OTR-368)

Follow this step-by-step guide to learn how to request Certificate of Resale via [MyTax.DC.gov](https://mytax.dc.gov).



The screenshot shows the MyTax.DC.gov homepage. The navigation bar includes links for OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. The main content area features a banner with the MyTax.DC.gov logo and a description: "MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - Simpler. Faster. Safer." Below the banner are three buttons: "View FAQs", "Register a New Business: Form FR-500", and "Where's My Refund?". The "Log In / Sign-up" section is highlighted with a red box and the number 1. It contains fields for Username and Password, a "Log In" button, and links for "Forgot Password?" and "Forgot Username?". Below the login section are sections for "Businesses" and "Individuals", each with links for "Current & Prior Year Tax Forms", "Modernized e-File", "Retrieve a Saved Submission", "Register a Special Event - Form FR-500B", "Request Government Exemption", and "Exemption/Certificate Search". The "Quick Links" section includes links for "What can I do in MyTax.DC.gov?", "Why sign-up for MyTax.DC.gov?", "View Tutorials", "Take me to eTSC", and "Contact Us". The "Quick Payments" section includes links for "Pay with eCheck" and "Pay with Credit / Debit Card", with descriptions of each payment method.

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.

Home Log Off

Home

Logon Settings **Alerts** **I Want To** More...

bsndemo4
John Taxpayer
john.taxpayer@dc.gov
+1 (202) 555-5555
Last logged on 25-Sep-2017
Balance: (\$5,000.00)

There are 5 unread messages
There is 1 unread letter
Pending Account Access Request
1 submission needs attention

View My Web Profile
Register a New Tax Account
Send OTR a message
Manage payments and returns
View FAQ's
Go Paperless

Accounts Submissions Correspondence Names and Addresses Logons Exemptions

Accounts More...

Filter

Corporation Franchise Tax	250-000000832	APOLLO FINANCIAL, INC.	\$0.00
2 Sales & Use Tax	350-000132190	APOLLO FINANCIAL, INC.	(\$5,000.00)
Withholding Non-Payroll Tax	300-000000833	APOLLO FINANCIAL, INC.	\$0.00
Withholding Wage Tax	300-100011032	APOLLO FINANCIAL, INC.	\$0.00

[Register a New Tax Account](#)

- In the user profile, under **Accounts**, click the applicable account that you would like to request a certificate (e.g. **Sales & Use Tax**).

Sales & Use Tax Log Off

Home > Sales & Use Tax

Account Settings **Account Alerts** **I Want To** 3 More...

bsndemo4
APOLLO FINANCIAL, INC.
00000-56128
Sales & Use Tax
350-000132190
Balance: (\$5,000.00)

There is 1 unread message

Request a Sales Refund
Request to Close Account
Make a payment
Manage payments and returns
Request a Penalty Waiver

Periods Submissions Correspondence Names and Addresses Logons

Periods More...

30-Sep-2017	(\$5,000.00)	File Return
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- Click the **More** tab at the top right-hand corner.

I Want To

Log Off

Home > Sales & Use Tax > I Want To

I Want To

Request a Sales Refund

Request to Close Account

Make a payment

Manage payments and returns

Request a Penalty Waiver

Make a request to waive Late File Penalty and Late Pay Penalty

Payment Agreement

Request Payment Agreement

Update Payment Agreement Bank

Request An Exemption

Exemption To File

Request for Exemption To File (FR-164)

Utility Exemption Certificate

Request for Utility Exemption Certificate (OTR-308)

Contractor's Exempt Purchase Certificate

Request for Contractor's Exempt Purchase Certificate (OTR-553)

Certificate of Resale

Certificate of Resale (OTR-368)

4. Under the **I Want To** section, click **Certificate of Resale**.

Certificate of Resale (OTR-368)
Log Off

Home > Sales & Use Tax > I Want To > Certificate of Resale (OTR-368)

1. Resale Certificate
5

Resale Certificate

Instructions

Please verify that the information below is correct and click "Submit."

Purchaser Information

ID (FEIN or SSN)	234598723	Account #	350-000132190	NAICS Code	522320	Financial Transactions Processing, Reserve, and Clearinghouse Activities
Name	APOLLO FINANCIAL, INC.					
Trade Name						
Address	820 MARYLAND AVE NE					
City, State, Zip	WASHINGTON	DC	20002-5306			

Save Draft
Cancel
Previous
Submit
5a
5b

5. Please verify that your information is correct on the **Resale Certificate** page.
 - a. Carefully review the pre-populated section to ensure your information is correct. If you notice errors please contact OTR's e-Services Unit at 202-759-1946 or e-services.otr@dc.gov.
 - b. Click **Submit**.

Confirmation
Log Off

Home > Sales & Use Tax > I Want To > Certificate of Resale (OTR-368) > Confirmation

Confirmation

Your request has been successfully submitted. Please print a copy of this page for your records.

Your request confirmation number is **0-000-047-116**

Request Type: Certificate of Resale (OTR-368)

Submitted Date: 28-Sep-2017 9:45:16 AM

Contact Us:
(202) 759-1946
e-services.otr@dc.gov

Printable View
6
OK

6. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.